TWO

TASK AND WINDOW ORGANISER
for
Acorn Archimedes and A3000

Ian Copestake Software

TWO

Task and Window Organiser for Acorn Archimedes and A3000

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First Edition

Published February 1991 by Ian Copestake Software

MTW 91FE25

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Introduction

Thank you for buying the Task and Window Organiser (***TWO***) from Ian Copestake Software.

If your package contains a User Registration Form please complete and return it straight away. This will ensure that you are entitled to technical support, and to any program updates which may be released. Updates can be obtained by sending back your original ***TWO*** disc together with £1 in postage stamps (or ten international reply coupons).

This booklet tells you how to use ***TWO***. It is assumed you have already learned how to use the Desktop from your computer User Guide. Terms such as 'double-clicking', 'dragging' and 'dialogue box' have the same meanings here as they do in Acorn's documentation, so we will not take up your time by explaining them again.

We hope you enjoy using ***TWO***. Remember that you must purchase a site licence if the program will be used by more than one person or on more than one computer. Only site licences issued directly by Ian Copestake Software are valid.

What is TWO?

TWO consists of three main parts: a Task Organiser, a Window Organiser, and a number of Useful Extras.

The task organiser

The Task Organiser allows you to group a number of 'jobs' together as a named 'task'. The task can be performed with a single action.

For example, a task might consist of the following jobs: load some fonts, install a printer driver, start up a desktop publishing program, display a certain directory, and open a particular file.

Tasks can be performed automatically when the computer is switched on, or when ***TWO*** starts up; or they may be chosen from a simple list on the screen. If other tasks are already running they can be shut down automatically to free memory.

Defining a task is usually just a matter of dragging icons to a dialogue box. Up to 42 tasks can be available at one time, and each can perform up to five jobs.

You can call a task anything you like, from "Start DTP with Font Set A" to "Jenny's Revision Schedule". Inexperienced users will find it much easier to start work using a list of tasks set up by a teacher, for example.

If a task uses files on different floppy discs, dialogue boxes will ask for these discs by name. If the files are on a hard disc ***TWO*** can find them itself.

The window organiser

The window organiser provides three ways of tidying up the windows displayed on your screen. They are reduced in size according to the space available, then placed in a single pile, or stacked so that just the Title bars are visible, or organised into separate areas.

A single click on the mouse will bring a window from the back to the front, even if it is not visible. You can also send the front window to the back or close all the windows at once in this way.

Individual windows may be tagged so that they are not tidied or closed.

The useful extras

- The screen can be set to blank out after a given time.
- The *Copy and *Wipe options can be chosen from a simple menu, and saved for future use.
- A backup between specified drives can be started easily.
- A menu item allows you to remove the caret from all windows, to guard against unwanted effects from accidental key-presses.
- The Config application allows up to six groups of *Configure settings to be composed and saved. You can use password protection to prevent unauthorised configuration changes.
- The Creator application provides a simple way to make Obey files which can initialise or run a group of other applications in one go. Files belonging to these applications can then be opened without the need for each application to be visible on the Desktop.

Getting started with TWO

The *TWO* disc is not copy-protected, so you should begin by making a backup copy. Keep the original in a safe place.

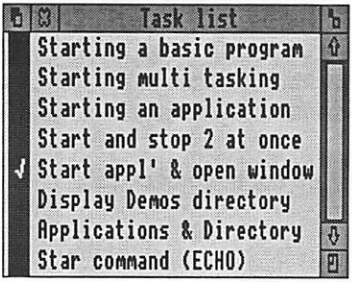
We are trusting you not to give copies of the disc to anyone else, and to purchase a site licence if the software is to be used by more than one person. Unauthorised duplication of software can be a crime, and penalties include unlimited fines and up to two years in jail. This applies equally to educational users; do not assume without checking that your establishment or local authority has a licence to copy.

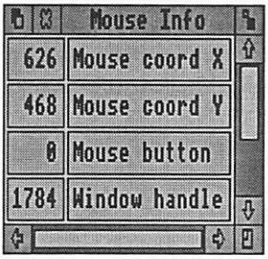
A quick demonstration

On the disc you will find an application called !TWO_Demo. This is designed to give you a quick idea of *TWO*'s capabilities. Although the *TWO* program itself can easily be copied to a hard disc, !TWO_Demo will only run from the floppy disc supplied (or

a backup).

To start the demonstration, double-click Select on the !TWO_Demo icon. After a few moments the ***TWO*** icon will appear on the icon bar, and a window will open with the title Task list.





The Task list window lists the tasks which have been defined for the demonstration. Try pointing to an item on the list and double-clicking Select. The window on the right shows one of the small applications which can be started this way. (We could not make the tasks do very much without including lots of other applications on the disc, but we hope they will serve their purpose).

The tick in the Task list window means that this task can be stopped by double-clicking Select again.

To auto-boot ...

TWO can be run automatically when the computer is started up (we will call this the 'auto-boot' option). If you want to use ***TWO*** this way, copy the directory called Boot (with its contents) from the ***TWO*** disc to the $ or root directory of your working floppy or hard disc. Then rename it !Boot. (If you are using a hard disc which already has a file or directory called !Boot you should rename this first).

The Boot directory on the ***TWO*** disc contains its own copy of the !TWO application, as $.Boot.!TWO. There is no need to copy $.!TWO as well.

In order for the auto-boot option to work you must give two * Commands. Close down any applications which are running, then press function key F12. At the * prompt which should appear at the bottom of your screen type `Opt 4,2` followed by Return, then `Configure Boot` followed by Return. Now press Ctrl Break to reset the computer (hold down Ctrl while you press and release the Break key). (If you leave out these steps ***TWO*** will still start up automatically when the root directory is first displayed).

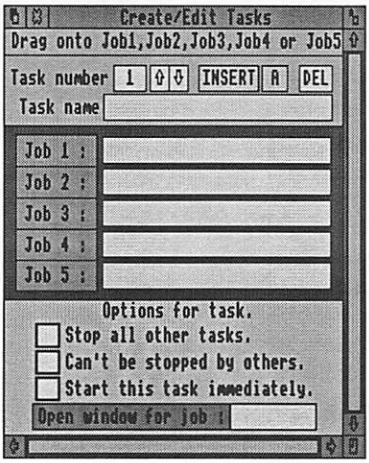
... or not to auto-boot

If you do not want ***TWO*** to be run automatically you need only copy the !TWO application itself from the ***TWO*** disc. Like any standard application it will start up only when you double-click on !TWO in a directory display.

The initial screen display

When you started !TWO_Demo, a Task list window was displayed. This will also happen when you are using ***TWO*** from day to day. The tasks listed will be those you have defined.

When you start ***TWO*** for the first time (whether by auto-boot or not) no tasks will have been defined, so no Task list window will appear. Instead you will see the ***TWO*** Create/Edit Tasks window.



Creating a task definition

Here's how to create a task quickly. We'll go into more detail later.

Choose an application you would like to start up via ***TWO***. For this example, we will use !Maestro from one of the applications discs which come with the computer, but you could use any application which has some files associated with it.

Open a directory display showing !Maestro and the Tunes directory.

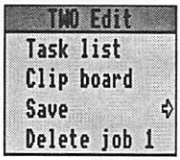
Drag the !Maestro icon to the white dialogue box labelled **Job 1** in the Create/Edit Tasks window. (To drag the icon, point at it then hold down Select while you move the pointer to the dialogue box). A complete pathname will appear in the dialogue box, for example `adfs::App2.$.!Maestro`.

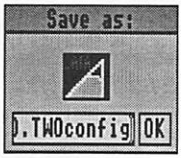
Drag the Tunes directory to the **Job 2** dialogue box.

Open the Tunes directory and drag one of the tunes to the **Job 3** dialogue box.

Click Select in the white dialogue box labelled **Task name**. The caret will appear in the window to show that you can type in it. Type in a name for the task, such as `Music`. (Do not press Return after typing the name).

Check that the pointer is still within the Create/Edit Tasks window then click Menu. Point to **Save** on the menu which appears, then move the pointer in the direction of the arrow. Click Select on the **OK** icon in the Save box when it appears. (Floppy disc users may be prompted to insert the working copy of the ***TWO*** disc at this point).





You have now saved a new Task list for future use. Don't worry if the list is not exactly right – it can be edited later.

Quit any applications which are running, including ***TWO*** itself.

Restart ***TWO*** by displaying its icon and double-clicking Select on it. This time a Task list window should appear with an entry called **Music** .

Point to the entry on the list and double-click Select. If necessary you will be prompted to insert the appropriate floppy disc, and after a few moments the !Maestro icon will appear on the icon bar. The Tunes directory will be displayed, together with a window showing the tune you dragged to the Task list. A tick will appear in the Task list to show that an application has been started up.

If you double-click on the **Music** entry again !Maestro will be shut down and the directories closed.

That's all there is to it!

More on the Task list window

As we have mentioned, double-clicking Select on an item in the Task list will start that task. A single click will highlight the task, and display its details in the Create/ Edit Tasks window if this is open. A double-click with Adjust will start a task and close the Task list window.

Down the left-hand side of the window is a blue strip. A tick, a cross or a letter D may be displayed in this strip next to a task.

A tick indicates that the task has started an application which is now running.

A D indicates that the task did not start an application but did open a directory display.

A cross is shown if a task has been started but neither of the above has occurred.

If a task has a tick or a D by it, double-clicking Select on the task entry will shut down the appropriate application(s) and/or close the directory display(s).

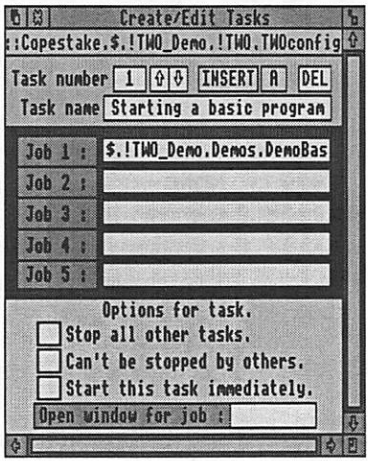
If a task is marked with a cross, double-clicking Select cannot reverse its action but will instead repeat it. This is useful if the task just executes a * command.

If an error occurs while ***TWO*** is trying to start a task, perhaps because an application cannot find one of its files, you will usually be offered the choice of continuing or abandoning the operation.

You can change the order of the Task list by dragging. Point to the entry you wish to move then hold down Select (or Adjust) while you move the pointer to a new position. The other entries will move to make room.

It is sometimes important to do tasks in a particular order: for example, a desktop publishing program may not start until the !Fonts application has been run. When tasks are set to be started at the same time as ***TWO*** itself (by selecting an option in the Create/Edit Tasks window), ***TWO*** will always follow the order of the Task list.

The Create/Edit Tasks window in detail



At the top of this window, just below the Title bar, you will normally see the pathname of the TWOconfig file which contains the current task definitions. When ***TWO*** is first started up with no tasks defined the message **Drag onto Job1,Job2,Job3,Job4 or Job5** is displayed instead. You can load alternative task definition files by dragging their icons onto this part of the window (or into the Task list window or onto the ***TWO*** icon on the icon bar).

If a set of task definitions has been loaded, the details of one of the tasks are displayed. The task number and name are shown, together with up to five actions it performs, labelled **Job 1** to **Job 5**.

Assuming more than one task has been defined you can cycle through the details of each one in turn. Just click Select on one of the arrows next to the task number. (Clicking Adjust will take you straight to the first or last task in the list). If the Task list window is open the appropriate entry will be highlighted.

To create a task you simply give it a name then drag applications, directories or files to the Job boxes. A single task may start more than one application.

If this is the first task to be defined all the dialogue boxes will be empty; if not you will need to create an empty task.

Do this by clicking Select on the box labelled **INSERT**. This will normally create a blank task after the task whose details are currently displayed. So if Task 4 was displayed, you will now be ready to enter the details for Task 5. Any tasks previously numbered 5 or more will have moved up in the list to make room.

The small box next to **INSERT** is normally labelled **A**, standing for After. If you click Select on this box it will change to **B** for Before (and back to **A** if you click again). If **B** is shown, choosing **INSERT** will create a blank task *before* the one currently displayed.

Pressing Return while the caret is in the Task name dialogue box is the same as choosing **INSERT** with **A** shown. (This is why we told you not to press Return when creating the example task definition earlier).

Clicking Select on the box labelled **DEL** will delete the currently displayed task from the Task list, closing up any gap left behind.

The text you type in the Task name dialogue box can be anything you like up to the length of the box. You can create a task which does not actually do anything (i.e. it has nothing entered in the Job boxes). The task name could then be used as a heading for tasks further down the list, or simply left blank.

We described earlier on how you can drag applications, directories or files into the Job boxes. You can also type into them, for example if you need to alter a pathname. Just point to the dialogue box and click Select. The caret will then appear in the box (it is positioned at the right-hand end so you may not spot it at first). The Delete and Copy keys will erase a character to the left and right of the caret. Ctrl U will erase all text in the dialogue box.

A Job entry can be replaced simply by dragging a new item on top of it, either from a directory display or from the clip board (see below).

You can also type * commands into the Job boxes. These must start with * .

You can change the order of the Job boxes by dragging (once they have some entries in them). Point to the entry you wish to move then hold down Select (or Adjust) while you move the pointer to a new position. The other Job boxes will move to make room.

Further down the Create/Edit Tasks window are three items headed **Options for task**. Each of these can be toggled on and off by clicking Select (or Adjust) in the appropriate box; a star appears in the box when the option is on. These options affect the whole task, not just a particular job.

If **Stop all other tasks** is on then any tasks previously started by ***TWO*** will be shut down when the current task is started.

If **Can't be stopped by others** is on then a task will not be stopped, even by a new task which has **Stop all other tasks** selected.

Stopping other tasks will help to make more memory available for a new task which is about to start. If you have used the **Stop all other tasks** option make sure you save any open files before starting a ***TWO*** task. Although ***TWO*** does its best to warn you about unsaved work there could be circumstances in which it might be lost; see the paragraph Stopping other tasks below.

If a task has **Start this task immediately** on it will be started when ***TWO*** itself is started. You might wish to treat applications like !System and !Fonts in this way.

The dialogue box labelled **Open window for Job** will accept numbers in the range 1 to 5, optionally separated by commas, for example `541` or `2,3,4`. If Job 5 is set to run the !Edit application, and number 5 is included in the **Open window for Job** box, then ***TWO*** will try to open a new Edit window once the application has been loaded.

For many applications this would be the same as clicking Select on the application's icon on the icon bar. Some applications may not allow this facility to work.

Stopping other tasks

Some applications do not follow all the rules and may not tell ***TWO*** if files have not been saved. You can check for this by running an application outside ***TWO*** and pressing Shift Ctrl F12 while there is some unsaved data. If the application quits without warning the same will happen if it is stopped by ***TWO***.

Other applications will allow ***TWO*** to warn you but still insist that you answer their own warning as well. If this happens you must give the same answer to each warning; otherwise the Desktop may be abandoned.

It is quite safe to start applications like this using ***TWO***, but better to stop them by using their own Quit options.

The TWO menus

There are three main menus provided by ***TWO***. They can be seen by clicking Menu in the Create/Edit Tasks window, in the Task list window or on the ***TWO*** icon on the icon bar.

The Create/Edit Tasks menu

Task list

Choose this option to open the Task list window when required. The task whose

details are currently displayed in the Create/Edit Tasks window will be highlighted in the Task list.

Clip board

Choosing this option will open a window entitled Job: clip board. This is useful as a temporary store for Job box entries. You can drag applications, directories, files or Job entries themselves to the clip board and from the clip board to the Job dialogue boxes. This makes it easy to repeat the same Job entries in different task definitions.

Save

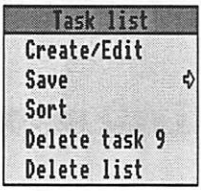
This option is also available from the Task list menu. It saves a complete set of task definitions. By default the file is saved with the name TWOconfig in the !TWO application, so you may need to insert the appropriate floppy disc. You can alter the filename in the standard way to save alternative sets of definitions. A warning is given if a file already exists with the name you have chosen.

When ***TWO*** starts up it will use the task definitions contained in TWOconfig (if this file exists), but you can load another set of definitions into the Create/Edit Tasks window.

Delete job ?

If you are pointing to one of the Job items when you click Menu its number will be shown against this option, for example **Delete job 1**. Choosing the option will delete the appropriate Job entry.

The Task list menu



Create/Edit

Choose this option to open the Create/Edit Tasks window when required. Details of the particular task you are pointing to when you click Menu will be displayed in the Create/Edit Tasks window.

Save

This option is also available from the Create/Edit Tasks menu, and works as described above.

Sort

Choosing this option will sort the Task list into alphabetical order. The option is not available if the Create/Edit Tasks window is open.

Delete task ?

If you are pointing to an item on the Task list when you click Menu or if an item is already highlighted, its task number will be shown against this option, for example **Delete task 9**. Choosing the option will delete the task from the list. (This function is also provided by the **DEL** box in the Create/Edit Tasks window).

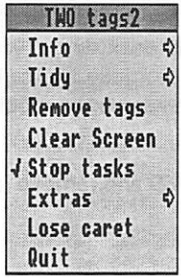
Delete list

Choose this option if you wish to remove all tasks from the list.

The TWO icon

Clicking Select on the ***TWO*** icon will ensure the Task list window is open and bring it to the front if necessary.

Clicking Menu will bring up an icon bar menu offering the following options.



Info

This option provides basic information about ***TWO*** in the standard fashion. Always quote the version number shown here in any query you make.

Tidy

This item relates to the Window Organiser, described later.

Remove tags

This option removes any tags which have been set.

Up to eight windows may be tagged so that they will not be affected by tidying operations. To tag a window, point to its Title bar then hold down one of the Alt keys while you click Select. You will hear a beep to confirm that a window has been tagged. To remove a tag repeat the process but click Adjust instead of Select.

The heading of the ***TWO*** icon menu changes to indicate the number of tags in use, becoming for example TWO tags2.

If you point to the Close icon of a tagged window a repeated beeping will sound. If you really want to close the window you should remove the tag first; ***TWO*** cannot do this automatically, and not removing the tag might cause a window opened later to be tagged unexpectedly.

Clear Screen

Choosing this option will close all untagged windows.

Stop tasks

Choosing this option will shut down all tasks started by ***TWO***, *regardless* of their **Can't be stopped by others** settings. Use this option with care, and make sure you have saved any files you are working on first. The tick by this option means that ***TWO*** will attempt to warn you about unsaved data. This setting can be toggled on and off by clicking Adjust on **Stop tasks**.

Extras

This option leads to a sub-menu, described below.

Lose caret

A window which contains the red I-shaped caret is said to have the input focus. Any keys pressed may cause text to appear at the caret. This can happen accidentally if you are doing something else on the desk where your keyboard is, and it is useful if you can make an application release or lose the caret. Some applications make this difficult, but choosing **Lose caret** will solve the problem.

A window may have the input focus without containing a caret. In this situation the ***TWO*** menu item will read **Lose focus**.

Find caret

Choosing this option will move the pointer to the caret, bringing the window which owns it to the front and scrolling it if the caret is not within the visible part of the window. The pointer will flash briefly. You can disable the scrolling action by clicking Adjust on **Find caret**; choosing the option will then just move the pointer to the middle of the window if the caret is not within it. A tick against **Find caret** indicates that scrolling is enabled.

If the window with the input focus does not use a caret the menu item will read **Find focus**. Choosing it will move the pointer to the middle of the window without scrolling it, and the pointer will not flash.

Screen blank

The screen display may be set to blank out after a given period. It will be replaced by some floating bubbles to remind you that the computer is still active. Click on this menu option to toggle the feature on and off. Following the arrow leads to a further sub-menu headed Timer. This allows you to choose one of several preset periods, or alter the last item in the list to a value of your choice. Follow the number you enter with S or s to indicate seconds, otherwise minutes will be assumed.

If you know you are going to let the screen go blank you may wish to lose the caret first as described above.

A blanked display is restored as soon as the mouse is moved or a key is pressed.

Copy options

This feature allows you to toggle on and off the various parameters which control

the way files are copied. More information on these will be found in your computer User Guide, or can be seen by giving the * command `*Help Copy`.

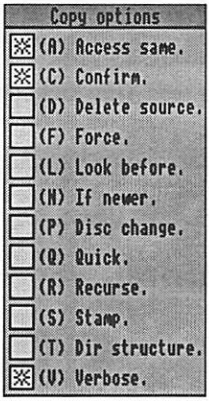
Your original settings will be restored if you quit ***TWO***.

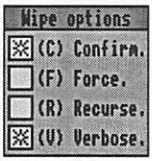
Wipe options

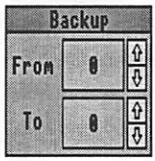
This feature does the same for the parameters controlling file deletion. Give the * command `*Help Wipe` for more information.

Backup 0 to 0

Click Select on this option to start a standard Backup between the floppy drives indicated. If you have more than one floppy drive you can specify the drive numbers by following the arrow to a further sub-menu.







Save settings

Click Select on this option to preserve any values you have changed via the Extras sub-menu. The settings saved will be used next time ***TWO*** is started up.

The Window Organiser

TWO can control the display of windows in various ways. The simplest method is to click Adjust on the ***TWO*** icon on the icon bar. This will bring the window furthest back on the screen to the front. If you hold down either Alt key while clicking Adjust the window at the front will be sent to the back.

Other controls are available by clicking Menu on the ***TWO*** icon and following the arrow next to the **Tidy** option.

Stack

Choosing this option will reduce the size of the windows displayed (provided they have an Adjust size icon), and arrange them in a stack so that each Title bar is visible.

Organise

This option will give each window a space to itself as far as possible. Any windows left over will be piled behind the one at the top left of the screen.

Pile

This option will place all the windows in a pile so that only the top one is visible.

The **Stack, Organise** and **Pile** options can be chosen by clicking Select or Adjust. If you use Select the tidying operation is performed just once.

If you use Adjust the feature is locked so that the screen will be tidied again after a mode change, and windows opened subsequently will be included in any tidying. The **Tidy** item on the *TWO* icon bar menu will change to read **Tidy locked** and will be ticked. Click on the item to unlock it.

A tick is also shown in the sub-menu against **Stack, Organise** or **Pile** when one of them is chosen. Clicking Select on a ticked item will deselect it.

The Config Application

This program allows you to save up to six files containing the *Configure settings of your computer.

Double-click Select on !Config to start it up. A small window will appear asking you to enter a password. Until you change it, the password is `password` ! Typing this will open a window headed Save and reset configuration.

To save the current settings you need only click Select on the **OK** box.

Click on the arrows if you wish to save a second or subsequent file. The file name to be used will change from **Con1** to **Con2** and so on.

Dialogue boxes are provided into which you can type notes about each file. One box is highlighted depending on the filename currently chosen.

To create a configuration file

Click on the arrows to choose the desired filename.

Click Select in the highlighted dialogue box and type any required comments into it.

Click Select in the dialogue box labelled ***Configure**. Type in the *Configure commands you require, each followed by Return. There is no need to type `*Configure` at the start of the commands.

The long dialogue box at the bottom of the window shows what you have typed so far, and its contents can be dragged onto the comment box if you wish. If the

dialogue box becomes full you can clear it with Ctrl U.

Click Select on the **OK** box to save the file.

To edit an existing configuration file

Any existing files will have their dates of saving displayed in the window under the heading **Saved on**. A tick beside a date indicates that the file matches the current settings of your computer.

To edit a file, click Select in the appropriate square box to the left of the window. A star will appear in the box to show that the file is chosen; click Adjust to deselect it.

Make sure any other work is saved and shut down any other applications which are running.

Click on the box labelled **BOOT** to run the chosen file. This will reset the computer, so you will need to restart Config.

You can now alter just those *Configure settings which need changing and resave the file.

If you only wish to alter an existing file's comments you need not boot it. Just point to the comment box for the file concerned and click Menu, then use the **Save** option. This also allows you to specify whether or not the file should be locked against deletion.

The Config menu also contains an option to delete a file, as well as the usual **Info** and **Quit** options.

Password protection

To change the Config password proceed as follows.

Open the !Config directory (by holding down Shift while you double-click on it with Select). Run the program Psw by double-clicking Select. Type in the word you wish to use and make a note of the hexadecimal number which appears. Press Esc to stop the program.

You must now edit line 60 of the !RunImage program in the !Config application. Replace the four hexadecimal digits which follow `OldMos%=&` with the number you noted earlier, and resave the program.

The Creator Application

This program provides a quick way to create an Obey file containing a command script of up to 42 lines. (Please see your computer User Guide for more information on Obey files and command scripts).

Double-click Select on !Creator to install it on the icon bar. Then click Select on the icon bar icon to open a window headed Obey file creator.

The window shows a series of dialogue boxes numbered 1 to 42 (scroll the window vertically to see the full set). After clicking Select in one these boxes you can type a command into it.

You can also drag an application into a dialogue box. Creator will look inside it for a !Boot file and enter its full pathname in the box if one is found. If no !Boot file is found an error box will pop up asking you how you wish to continue. The same will happen if you drag a file or a directory which is not an application to a dialogue box.

You can change the order of the command script by dragging. Point to the entry you wish to move then hold down Select (or Adjust) while you move the pointer to a new position. The other entries will move to make room.

An existing Obey file may be edited by dragging it to the Creator icon on the icon bar, or to the grey area at the top of the Creator window.

The Obey file creator menu

Clicking Menu within the Obey file creator window or on the icon bar icon brings up a menu. If the pointer is within one of the dialogue boxes when you click, the menu title will show the box number, for example **Item 1** if the box contains text or **Blank 2** if it is empty. The menu offers the following options.

Info

This option provides basic information about the program in the standard fashion. Always quote the version number shown here in any query you make.

Insert

Click Select on this option to move the contents of the current and any following dialogue boxes down, making room for a new command.

Delete item

Click Select on this item to delete the contents of the current dialogue box and close up the gap. If the current box is empty the menu option will read **Remove blank.**

Save

Follow the arrow beside this item to bring up a standard Save box allowing you to save the Obey file you have created.

Delete all

Click Select on this item to delete the contents of all the dialogue boxes. Creator will ask for confirmation if you have not saved your work.

Quit

Choose this option to shut down Creator and remove it from the icon bar.